

Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

Tudhoe Moor Nursery School

Use of mobile phones and cameras



Policy statement

Staff and Governors of Tudhoe Moor Nursery School take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

Safeguarding and promoting children's welfare is of prime importance to us at Tudhoe Moor Nursery School, and although we recognise that mobile phones are useful pieces of technology, their misuse can have an impact on children's safety, dignity, privacy and confidentiality.

Within this policy we aim to identify the acceptable use and management of mobile phones within our setting in order to protect children.

The policy applies to all individuals who have access to and or be users of personal/work mobile phones. This does include staff, volunteers, visitors, parents and carers.

Procedures

Personal mobile phones

- Personal mobile phones belonging to staff and volunteers are not used on the premises during working hours.
- Practitioners must keep personal mobile phones within their own secure storage area during the working day. These must be switched to silent/vibrate.
- Personal use of mobile phones is restricted and limited to specific times within our nursery. Any unauthorised use of mobile phones will be recorded and monitored.
- There is a safe mobile use area within the setting. This can be found at the staff room or outside the front doors.
- Practitioners bringing personal mobile phones into nursery must ensure that they hold no inappropriate or illegal content.
- Under no circumstances will images, video or audio recordings be made of children via the use of a mobile phone unless specific written consent has been granted for this purpose.
- Practitioners and managers are encouraged not to use their own personal mobiles to contact parents and carers unless it is considered an emergency.
- In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present, with permission from the head teacher.

- Staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.
- If members of staff or volunteers take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. We make an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.

Cameras and videos

- Staff and volunteers must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting whilst children are present.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the head teacher in the setting.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Photographs and recordings of children are only taken of children if parents provide written permission to do so (found on the individual child's Registration Forms).

Adopted by	Tudhoe Moor Nursery School
To be reviewed by	Head teacher
Date adopted	June 2010
Date reviewed	10.6.2015
Frequency of review	3 years
Next review	June 2018